



SVKM's
Dwarkadas J. Sanghvi
College of Engineering

**(Autonomous College Affiliated to
the University of Mumbai)**

**Guidelines for Examination
and Evaluation
for Undergraduate and
Post-Graduate Programs**

(w.e.f. A.Y. 2019-20)

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PART A

EXAMINATION GUIDELINES

D) ATTENDANCE RULES FOR LEARNERS

The Attendance Committee:

There shall be an Attendance Committee comprising of a convenor, 02 co-convenors and at least 8 faculty members representing each department for maintaining records and implementing the rules of attendance.

The Attendance Committee shall display the attendance for the previous month on the college notice boards as well as on the learner portal, in the first week of every month. If the learner has any issue or finds any discrepancy in his/her attendance, s/he should immediately inform the concerned faculty member by submitting a written application, within 03 days of the display of the attendance record of the preceding month.

For any leave of absence, prior intimation through an application, in the prescribed format, should be in-warded at the College office and forwarded to the Vice Principal (Academic). In situations of emergency, intimation must be given on phone / email within 06 days from the commencement date of the leave of absence.

Warning letters shall be issued to the defaulting learners at least twice, every semester. The defaulting learners are expected to meet the class mentor along with their parent/guardian during mid-semester, with the purpose of understanding the difficulty of the learner and to make both the parent/guardian and the learner aware of the requirement of mandatory attendance. An undertaking shall be signed by the parent/guardian, mentioning that his/her ward will attend lectures/practicals/tutorials etc. regularly, failing which, the learner will not be eligible to appear at the respective Semester End Examination as per the rules mentioned herein below.

Attendance requirement in every semester for UG & PG program to make learners eligible for appearing at the Semester End Examination:

- 1) Every learner is expected to attend 100% lectures, practicals and tutorials conducted for every course in each semester.
- 2) Every bonafide learner shall ordinarily be allowed to keep terms for the given semester in a program of his/her enrolment, **only if s/he fulfills the criteria of at least seventy-five (75%) attendance as an average of total number of lectures, practicals & tutorials conducted for all the courses taken together in every semester.** Attendance for learners for the short and/or long excursions/field visits/study tours organized by the College and supervised by the teachers, as envisaged in the syllabus and attended by the learners shall be credited to his/her attendance for the total number of lectures/ practical/ tutorials, which are delivered on the concerned day/s. **Further, it is mandatory for every learner to have minimum 70% attendance for each course & average attendance in all the courses taken together has to be minimum 75% in the program.**

- 3) a. Attendance of the learners, who have officially represented the college in extra-curricular/co-curricular activity/ competition /camp / workshop/ convention/ symposium/ seminar or any such activity, with prior permission of the Principal, will be credited to his/her attendance for the missed number of lectures/ practicals/tutorials, which are otherwise conducted on the respective day/s, up to a maximum of 5% in every semester in the respective courses in which s/he has missed the lectures / practicals/ tutorials. (Learners participating in sports, cultural and extra-curricular activities etc. representing the college, should submit the participation certificate / relevant document within six working days of the completion of the event, authenticated by the competent authority).
- b. The Principal shall be the competent authority to condone the deficiency of attendance of any learner further up to an additional 5% per program, if deemed fit and on recommendation of the attendance committee of the College. It is mandatory for the said committee to do natural justice by giving personal hearing to every learner falling short of minimum attendance for keeping terms and recommending on a case by case basis to the competent authority after having verified the genuineness and gravity of the problem that justifies the learner to remain absent, which generally shall be limited to his own sickness, sickness of his parent, death of his parent etc. supported by valid documents. No condonation, whatsoever, is possible if the attendance of the learner is below 70% per course. Learners should submit the medical certificate within six working days of resuming college.
- 4) Before the Semester End Examination, the list of learners, whose term is not granted and who are debarred from appearing in the Semester End Examination will be displayed on the college notice board as well as on the Learner Portal. The College will also communicate, through post / e- mail, to the learners, whose term is not granted.
- 5) Such learners may appeal to the Principal within three days from the date of display of the notice. After disposing the appeals, the Principal shall intimate the same to the Controller of Examinations of the College, ensuring that this communication reaches the learner concerned at least three working days before the commencement of the respective examinations.
- 6) All learners fulfilling the prescribed attendance norms will be allowed to keep the term and will be eligible to appear at the Semester End Examination. Learners, who have less than 75% attendance per **program** in a semester and/or the learners, who have less than 70% attendance per **program** even after the exemption of 5 % as approved by the Principal on grounds as mentioned in point 3 above, will be required to take re-admission in the respective semester and program of study, in the subsequent academic year by paying the requisite fees on pro rata basis as per the prevailing rules of Dwarkadas Jivanlal Sanghvi College of Engineering (Autonomous College Affiliated to the University of Mumbai), (hereinafter referred to as D. J. Sanghvi College of Engineering (Autonomous) or “the College” and complete all the requirements of the respective program subject to the validity of the program.

Student having attendance below 70%, on grounds of genuine medical emergencies or any other extreme extengencies (even after consideration by the Principal) may be referred by the Principal with his recommendation to a committee (Appellate Authority).

- 7) 100 % attendance in each course is desirable and students are advised to adhere to the same.

Attendance requirement is briefly summarized hereunder:

Average % of Attendance in lectures, practicals and tutorials	Remarks
*75% and above	Eligible to appear for Semester End Examinations.
*Between 75% and 70%	Eligible to appear for the Semester End Examinations, subject to Principal's approval (i.e. for condonation in attendance upto 5 % on grounds as mentioned above).
Any other situation arising, apart from the above two situations.	The learner concerned has to take re-admission in the respective Semester of the program of study in the subsequent academic year, subject to validity of the Program.

***Minimum 70% Attendance in every course for each of the lectures, practicals and tutorials, separately is essential.**

II) Discipline in the examination hall.

- (i) Learners must know their Roll Number and SAP Number.
- (ii) Learners, who are eligible to write the Semester End Examination/re-examination should be present in the examination hall at least 10 minutes before the scheduled time of the commencement of the examination. Learners, who arrive at the examination hall 30 minutes or more after the scheduled time of the commencement of the examination, will not be permitted to appear for that examination.
- (iii) Learners are not permitted to leave the examination hall until one hour after the start of the session or in the last ten minutes of the session.
- (iv) Learners, who are not in their seats at the time notified, will as a rule, not be permitted to appear for the examination.
- (v) Learners should ensure that all their bags and other personal belongings are deposited in the designated area usually near the Junior Supervisor's table, at their own risk. The College will not be responsible for the safety and security of the same.
- (vi) A learner, who fails to attend an examination at the time and place notified in the timetable, will be deemed to have failed to pass in that course. Opportunity for re-examination, if any, in the respective course will be given according to the rules and regulations, of the College.
- (vii) Learners should occupy their correct seats as per the seating plan displayed and write appropriate details in the space provided for the purpose, on the answer-book.
- (viii) Learners are required to have their valid identity cards and hall tickets issued by the College and they must produce the same for verification to the Junior Supervisor/s during the examination. Learners not having the said identity card with them during the examination may be denied permission to appear for the examination.

- (ix) Every learner present must sign against his / her learner number on the attendance sheet provided by the Junior supervisor.
- (x) Learners should specifically go through the instructions given on the top of the question paper and on the first page of the answer book. They are of utmost importance.
- (xi) **On the first page of the answer book, the learners should write only the name of the program, semester details and course for which the examination is being held and number of supplementary sheets attached to the main answer book. Any extra writing on the first page or anywhere in the answer book will be treated as act of unfair means and will be processed as per rules.**
- (xii) **QUERY REGARDING QUESTIONS IN THE EXAMINATION QUESTION PAPER:** If a learner has any query as regards contents of the question paper, s/he should bring the same to the notice of the Junior Supervisor without disturbing others in the examination hall.
- (xiii) Learners are forbidden to (i) bring any books, notes, scribbled papers, mobile phones, smart watch, any electronic gadgets, laptop or any other similar devices/things unless specifically permitted. Any such material found in possession of the learner will be confiscated (ii) smoking in the examination hall, (iii) eatables/ drinks in the examination hall (iv) speak or communicate in any manner to any other learner, while the examination is in progress and (v) take with them any answer-book, written or blank, while leaving the examination hall. Such acts amount to adoption of unfair means by the learner/s concerned and strict action will be taken against them. **The Junior Supervisors/ authorized persons are authorized to frisk the learners.**
- (xiv) Any method to bribe the examiner/s by attaching currency notes or letters or making an appeal inside the answer book or by any other means of communication is strictly prohibited and will result in serious action being taken by the College.
- (xv) **The answer books of the Semester End Examinations are bar coded and, therefore, learners should not write his/her name, Roll Number, SAP Number etc. anywhere in the answer-book and / or reveal his / her identity in any form in the answers written by him / her or anywhere in the answer book. Writing these details or putting signature amounts to revelation of identity. Use of religious invocation or any writing that is not relevant to the answers anywhere in the answer-books will be treated as attempt to reveal identity, and will be treated as an act of adoption of unfair means.**
- (xvi) While underlining of sections of answers for highlighting is permitted, use of varied inks, except for illustrations and figures must be avoided. Do not use any symbol like encircling the question or using coloured arrows for 'P.T.O'. All these will be considered as attempts to readily identify the specific answer-book.
- (xvii) Learners should neither tear any sheet/s from the answer-book provided nor attach unauthorized additional sheets to the same. All answer-books / supplementary sheets, whether written or blank should be returned to the room supervisor. Carrying the answer book / any part of the answer books out of the examination hall will be treated as against the rules and appropriate action will be taken against such candidate/s.
- (xviii) Learners should not write anything on the question-paper.

- (xix) Exchange of stationery, writing material, mathematical instruments, question paper etc. is strictly prohibited. If learners want anything, they should approach the Junior Supervisor without disturbing the other learners. However, they should not leave the examination hall on any account, without surrendering his/her answer book.
- (xx) Learners will not be allowed to leave the examination hall during the examination and particularly so, in the last ten minutes. At the end of the session, they should not leave their seats until answer-books are collected by the Junior Supervisor from all the learners.
- (xxi) A learner, who disobeys any instructions issued by the Senior / Junior Supervisor or who is guilty of rude or disobedient behaviour is liable for disciplinary action to be taken against him / her by the College.
- (xxii) **Learners suspected to be guilty of any of the aforesaid acts will be allowed to write their examination on a new answer sheet, only after giving an undertaking in writing that the decision of the College in respect to reported act of unfair means will be binding on them.**

III. SCHEME OF EXAMINATIONS, PASSING STANDARDS & PROGRESSION RULES (CREDIT BASED EVALUATION NORMS)

III (a) B.E. /B.Tech Programs

The performance of the learner will be evaluated in two components. The first component will be the Continuous Assessment. The second component will be the Semester End Examination.

Evaluation and the weightage of the heads of pairing will be as per the approved scheme.

EVALUATION SCHEME FOR CONTINUOUS/PRACTICAL EXAMINATION

1. The constitution of the Continuous Assessment shall be decided by the individual departments and is to be communicated to the learners at the beginning of the semester. (The mark sheets of the practical examinations should be submitted to the Examination department. The marks allotted will be out of the total marks allocated for the practical course). Exam will be conducted as per the scheme.

(Two Examiners should conduct the practical examination in each course. **One of the examiners will be external and other examiner can be an internal faculty member, who has the requisite number of years of teaching experience. At any given point of time, no examination should be conducted by only single external or only internal examiner.** The average of marks awarded by both the examiners should be considered as final marks).

Passing Standards

To pass a course, the learner should obtain a minimum of 40% marks in aggregate, out of the total marks allotted for each course, where the course consists of Continuous Assessment and Semester End Examinations. The learner should also obtain a minimum of 40% marks (e.g. 10 out of 25, if the maximum marks allocated to Continuous Assessment is 25) out of the total marks allotted to the Continuous Assessment and a minimum of 40% marks out of the total marks allotted to the Semester End Examination (e.g. 30 out of 75, if the maximum marks allocated to the Semester End

Examination is 75) separately, to pass the course and a minimum of Grade D, wherever applicable, to pass a particular semester.

A learner should obtain a minimum of 40% marks out of the total marks allotted to a course in case that course consists of only Continuous Assessment component or only Semester End Exam component.

Remedy for non-fulfilment of Passing Criteria:

1. A learner, who obtains less than 40% marks in the Continuous Assessment or less than 40% marks in the Semester End Examination or less than 40% marks 'in aggregate' (i.e. a learner who fails to fulfill the passing criteria mentioned in the Passing Standards above) will be required to appear for Continuous Assessment / Semester end re-examination (as the case may be), which will be conducted after the declaration of result of each semester. In such case, the Continuous Assessment / Semester End Examination marks (as the case may be) in which the learner had already passed will be carried forward in the respective course for which the candidate has appeared for re-examination. In case, the learner fails even in the re-examination, which is being held after the declaration of result of each semester, s/he will be allowed to appear along with the re-examination of the regular learners of the subsequent academic year.
2. Submission of re-examination form along with prescribed fee before the designated date is a pre-condition to appear for the re-examination. A learner will not be allowed to appear for the re-examination in case s/he fails to submit the re-examination form online, within the time frame stipulated by the College, through the Student Portal.
3. In order to receive the degree certificate, the learner will have to pass in all the examinations of all the years of the program within the validity period, as per rules.

PROGRESSION RULES:

1. A learner, who has passed in all the courses (as per the rules of the Passing Standards) of Semester I and Semester II examinations of the first year of the programme will be promoted to the second year of the programme concerned. A learner, who has passed in all the courses of Semester III and Semester IV examinations of the second year of the programme will be promoted to the third year of the programme concerned. A learner, who has passed in all the courses of Semester V and Semester VI examinations of the third year of the programme will be promoted to the fourth year of the programme concerned.
2. A learner who fails to pass in one or more courses in Semester I examination will be "allowed to keep terms" (ATKT) and will be permitted to attend lectures and appear for the Semester End Examination of Semester II. This means that the learners will be allowed to keep terms for both the semesters during the first year of the programme, irrespective of the number of failures in any number of courses of the first and second semesters of that respective year of the programme. This criterion will apply to the subsequent years also.
3. Such failed learners will be allowed to appear at Semester End Re-examination in all the 'failed courses', which will be conducted after declaration of the results of each Semester End Examination of that academic year. This re-examination will be held only once in an academic year and will be held immediately, i.e., within 30-45 days, after declaration of the results of the semester concerned.
4. The learner is required to pay the prescribed fees for re-examinations before the commencement of the respective examination. Online applications for re-examinations (ATKT) along with the

payment of prescribed fee before the designated date is a pre-condition for appearance at a re-examination. A learner will not be allowed to appear for the re-examination in case s/he fails to submit the re-examination form online within the time frame stipulated by the college, through the learner portal.

5. A learner, who has failed to pass in not more than three courses in the respective year of the program i.e. two semesters taken together, after the said re-examination (as mentioned in point no. 3 above) will also be permitted to apply for admission to the next year of the program. Such learners will be required to appear for the re-examination of the courses in which they have failed to pass. They will appear for the re-examination to be conducted for the regular learners of the subsequent batch.
6. A learner, who has failed to pass in more than 03 courses in the respective year of the programme i.e. both the semesters taken together, after the said re-examination (as mentioned in point no. 3 above), will not be allowed to continue to the next year of the programme. Such learners will be required to appear for the re- examination of the courses in which they have failed to pass. They will appear for the re-examination conducted for the regular learners of the subsequent batch. Such a learner will also have an option to take re-admission in the same year of the program, which he/she failed to pass.
7. The same criteria regarding re-examination as mentioned above shall be applied to Semester III and Semester IV of the second year of the program and for Semester V and Semester VI of the third year of the program and VII and VIII of the fourth year of the program.
8. With regard to promotion to the third year of the program, a learner must have passed in all the courses of the first year of the program and for promotion to fourth year, a learner must have passed all courses up to second year.

III (b) POST-GRADUATE PROGRAMS

General rules for both Under Graduate and Post-Graduate Programs

1. A learner, who remains absent for the Semester End Examination/s due to any reason, in any subject, shall be awarded 'F' grade in the subject/s in which he/ she has remained absent. All such learners will be allowed to appear for re-examination in the said subject to be conducted.
2. In order to receive the degree certificate, the learner will have to pass in all the examinations of all the years.
3. **Revaluation / Photocopy of the answer book:** In case, a learner is not satisfied with the result/ grade received by him/her in a particular subject, he/ she may follow the 'Revaluation Procedure', if he/she desires.
4. The fees for re-examination and re-admission will be decided by the College from time to time.
5. In case of any disputes/differences, the decision of the College shall be final and binding on the learners. If a learner desires to institute any legal proceedings against the College, such legal proceedings shall be instituted only in the courts at Mumbai in whose jurisdiction, the application is submitted by the learner, and not in any other court.

The College authorities reserve the right to make modifications in the said rules from time to time.

These rules will come into effect for the learners, who will keep their terms for the Academic year 2019-2020 and onwards for all batches, irrespective of the year of admission.

IV) SCHEME FOR GRACING

1. Candidates appearing for any of the College examinations, will be eligible for the award of maximum 10 grace marks at their option, wherever necessary in addition to the marks secured in each course for participation in any one of the activities mentioned below: -

a) Learners, who have enrolled as members of the N.C.C. and have satisfactorily completed the N.C.C. training programme during the academic year, as certified by the Principal, and the Associate N.C.C. Officer of the College.

OR

b) Learners, who have enrolled as members of the Home Guards and have satisfactorily completed the Home Guard training programme during the academic year, as certified by the Principal of the College.

OR

c) Learners, who have participated in the N.S.S. programme and have satisfactorily completed at least one hundred and twenty (120) hours of Social Service comprising the time spent in at least 02 years of projects, which is forwarded by the N.S.S. Programme Co-ordinator and certified by the Principal of the College.

OR

d) Learners, who have participated in any programme of the Department of Lifelong Learning and Extension (DLLE), such as those pertaining to the Programs of the National Literacy Mission, Population Education, Continuing Education Extension Work & Continuing Education Centre and have satisfactorily completed at least one hundred and twenty hours (120) of work in the programme recommended by the Programme Co-ordinator and certified by the Principal of the College.

OR

e) Learners, who are members of team/s reaching the Quarter final stage at inter-collegiate sports competitions or have represented the University in sport events either at the Inter-State or Zonal or National or International levels, and have produced the necessary certificates and forwarded by the Chairperson of the Sports Committee to the Principal.

OR

f) Learners, who are one of the members of the team/s securing first three positions in cultural group events or have secured one of the first three places in individual cultural events or whose performance has been adjudged best as an Actor /Actress, Music Director, Lighting / Sound Effect Operator, Author, Choreographer, or as Director in Group events conducted at the Inter-collegiate cultural competition organized by the University or have represented the University in any of the cultural events either at the State level or at the Zonal level or at the National level or at the International level in the same academic year, as certified by the Principal of the College and forwarded by the concerned Head of the Section.

OR

g) Learners, who are members of the Learners Council constituted under Section 40 (2) (a) or Section 40 (2) (b) or under Section 40 (4) of the Maharashtra Universities Act 2017, and have actively participated in various schemes, Programs and attended functions of the College/ University during the academic year, as recommended by the Chairperson of the Learners' Council and certified by the Principal of the College.

The benefit of 10 grace marks to learners will be available only in any one of the activities mentioned above, at their option, subject to their fulfilling the following conditions: -

- They are appearing for any college examination for the first time during the same academic year of their participation.
- In case of failure, the benefit of the grace marks shall be granted to the extent of 5% of the maximum marks allotted to a course.
- The grace marks will be granted for the purpose of claiming exemptions in a course/s, provided it does not exceed 5% of the maximum marks allotted to a course.
- A maximum of 10 grace marks shall be added to the grand total. However, in the case of Credit Based Grading System (CBGS), (0.1) will be added to the final GPA. However, if the benefit is given to the learner for passing the courses, the same may be proportionately deducted from the grade point, which has been added to the final GPA. For example, 0.01 shall be deducted from the final grade, for every one mark granted for passing the courses.
- The grace marks under these rules will not be counted for the award of scholarships, prizes and medals or any other awards.
- The rules relating to gracing under these rules will be applied first and the same will separately be shown in the grade card of the candidates.
- The College authorities may consider withholding any of the aforesaid benefits or consider any of the merit /work of the learner null and void if, in the opinion of a duly constituted Disciplinary Committee, such an action is felt necessary, and communicated to the Principal.

2. The following scheme of grace marks will be applicable:

- a) Grace Marks will be applicable only to the Semester End Examination and/ or on the aggregate marks of the course and not on the Continuous Assessment marks component, provided further that the benefit of such grace marks under this clause shall be applicable only if the candidate passes the entire examination of semester after giving benefit of grace marks.
- b) A candidate, failing in one or more subjects be given grace marks up to 2 percent of the marks on the aggregate marks of the courses in which s/he has appeared in the said examination to enable him/ her to pass the examination, subject to a maximum of 10 marks and in any subject not more than 2 percent marks of the maximum marks of the subject. Exception may be made to the above and not more than 10 marks per subject be awarded to pass the examination, if the following conditions are fulfilled:
 - i. Learner should have appeared in all the subjects taken together for the courses for the respective semester.
 - ii. Learner should have an aggregate percentage of marks at the examination exceeding the minimum percentage required for passing, by at least 10 percent marks.
 - iii. Learner should not have failed in more than one head/ subject of passing by not more than 10 marks.

The above rules are also applicable to re-examinations.

V) GRADING SCHEME, GRADE POINT AVERAGE AND CUMULATIVE GRADE POINT AVERAGE

A 10-point grading system will be followed for declaration of results for both Under Graduate and Post-Graduate Programs. It involves calculations for a Grade Point Average (GPA) and the final Cumulative Grade Point Average (CGPA).

Grade Points and Letter Grades			
Percentage of Marks Obtained	Grade Point	Letter Grade	Performance
90.00 and above	10	O	Outstanding
80-89.99	9	A+	Excellent
70-79.99	8	A	Very Good
60-69.99	7	B+	Good
55- 59.99	6	B	Above Average
50-54.99	5	C+	Average
45-49.99	4	C	Satisfactory
40-44.99	3	D	Pass
Less than 40	0	F	Fail
Absent	--	F	Fail

Calculation of GPA (Grade Point Average):

Grade Point Average for each semester shall be computed, by dividing the total of product of grade point and the credit value assigned to the respective course, by the sum of credits assigned to all the courses in the semester.

$$\text{GPA} = \frac{\sum \text{CG}}{\sum \text{C}}$$

Calculation of CGPA (Cumulative Grade Point Average):

Cumulative Grade Point Average shall be computed, by dividing the sum of the product of the grade point of each course and the credit value assigned to each respective course by the sum of the credits assigned to all the courses of all the semesters of the programme together.

Here:

C = Credit value assigned to a course

G = Grade point value assigned to a learner for course corresponding to the letter grade
(refer table given above)

GPA = Grade Point Average shall be calculated for individual term.

CGPA = Cumulative Grade Point Average shall be calculated at the end of the Program, for all the semesters taken together.

VI) EXAMINATION GRIEVANCE REDRESSAL MECHANISM

(REVALUATION AND PHOTOCOPY OF THE EVALUATED ANSWER BOOKS)

The Grievance Redressal Mechanism as regards the evaluation of answer books and timelines to be followed for the same will be as under:

The Grievance Redressal Mechanism will apply only to the '**Semester End Examinations**' of the College.

The above mechanism will **not apply** to Continuous Assessment, such as MCQs in online exams, assignments, field work etc. /**Term tests**/ practicals / oral examinations/ viva voce/ projects/ dissertation/ presentation etc.

The application for Redressal of Grievance can be made **online only** through the **Learner Portal**. Applications made through the offline mode will not be considered under any circumstances.

All the learners will be informed of the course wise marks obtained by them in the 'Continuous Assessment' and 'Semester End Examination' by the Examination office, **on the date of declaration of result of the examinations of the respective programs. The date of declaration of result shall be the date on which the examination result is made live on the 'Learner Portal' of the College.**

Grievance Redressal Mechanism: A learner can apply for:

- a. **Photocopy of answer book:** The learner may apply for the photocopy of the answer book/s of any course.

AND / OR

- b. **Re-evaluation of the answer book:** The learner may apply for the re-evaluation of his/her answer book/s of any course.

After the result declaration on the 'Learner Portal', if a learner is not satisfied with the marks awarded to him/her in the Semester-end Examination/s in any course, s/he may apply for the Grievance Redressal **within the prescribed number of days as mentioned in the table below:**

Activity under Grievance Redressal Mechanism	Time Limit	Processing fee
Application for Photocopy and / or revaluation of the answer book/s	within 3 days from the date of result declaration including holidays	Rs. 500/- per answer book for photocopy and Rs. 1000/- per answer book for revaluation.

NO application/s shall be entertained for any reason, whatsoever after the prescribed number of days, as mentioned in the table above. Also, the application will be deemed to be complete only after the payment of requisite fee.

The learner concerned will have to appear in person with his/ her identity card and hall ticket at the time of collecting the photocopies from the College office or the scanned photocopies of the respective answer books for which the learner has applied and will be sent to the registered email ID of the learner as given in the college records (it is the responsibility of the learner to update the

contact details such as phone number and email ID in case of any change from the one registered earlier, in the college official records/forms). **Photo copies will not be sent by post or by courier.** Photo copies of the answer books provided by the College are only for Grievance Redressal Mechanism and do not have any evidentiary value.

Any deviation from the above procedure by the learner in any form shall be construed as an unfair act making him/ her liable for appropriate punishment by the College. The decision of the College shall be final in this regard.

The application received from the learner for re-evaluation shall be placed before an external examiner for re-evaluation.

After following the process of re-evaluation under the Grievance Redressal, effect shall be given to the change in the original marks, if any on revaluation, as under:

(i) The marks obtained after revaluation shall be accepted, if the marks awarded to a paper of the specific course as a result of revaluation, **increase or decrease in revaluation by ten percent (10%)** or more than the maximum marks assigned to that paper, and in such case(s) the marks originally obtained by the candidate in the paper shall be treated as null and void, and the marks obtained by the candidate after revaluation shall be accepted as the marks obtained in that paper. The fractions shall be ignored / rounded off as the case may be for the purpose of computing the ten percent (10%) difference in marks. Notwithstanding what is stated above, the marks obtained after revaluation shall be accepted by the College, if the candidate gets the benefit of passing the course / examination or change of grade in that paper or change in the overall result at the said examination with or without grace marks.

Notwithstanding, what is contained in clause (i) where the difference between the marks originally obtained by the candidate in the paper without any grace marks and the marks obtained after revaluation will be accepted up to twenty percent (20%) of the maximum marks assigned to that paper. **However, if the difference between the marks originally obtained by the candidate in the paper, without any grace marks, and marks obtained after revaluation increase or decrease by more than twenty percent (20%) of the maximum marks assigned to that paper, a second revaluation of the said answer book(s) need be done by a third examiner from the panel of examiners for the said course.** In such an event, the average of the marks assigned by the second examiner and the marks assigned by the third examiner shall be treated as the final marks in the said course.

In case the learner, who has originally obtained a pass grade, obtains a fail grade after the first re-evaluation, a second re-evaluation will be conducted by a third examiner. In such a case, the average of the marks assigned by the second examiner and the marks assigned by the third examiner shall be treated as the final marks in the said course.

The revised marks obtained by a candidate after re-evaluation, as accepted by the College shall be taken into account for the purpose of amendment of his/her results only and the said result shall be communicated to the learner/s.

The examiner/s for re-evaluation will be appointed by the Chief Controller of Examinations in consultation with the Controller of Examinations, from the panel of examiners approved by the Board of Studies and accepted by the Academic Council in the respective area of specialization.

The marks awarded by examiner/s in re-evaluation shall be final and binding on the learner applicant and the original examiner.

The change of marks, if any, shall be communicated to the learner applicant and a revised 'Grade Card' shall be issued to him/ her only on surrendering the original grade card to the College office.

The whole process of redressal of grievances shall be completed within a period of 20 working days from the last date of receipt of application for redressal of grievances.

In any case, the photo copies of re-evaluated answer books shall not be provided to the learner/s.

The outcome of the revaluation process shall be final and binding on the learner.



VII) MERITORIOUS LEARNERS LIST

The top five percent of learners of the respective batch, who have successfully completed the programme will be awarded a '**Merit Certificate**'.

The certificate will be awarded on the following criteria:

- i) The CGPA after successful completion of the program in which the learner is enrolled.
- ii) A learner having passed each semester at the first attempt.
- iii) No disciplinary action should have been taken against such a learner during the entire period of the programme.

All these rules will be applicable to all the students w.e.f. Academic Year: 2019-20 irrespective of the year of admission.



VIII) VALIDITY OF PROGRAMS

The learners should fulfil the requirements of the respective Programs as per the validity period given in the table below, including the academic break. **No readmission/ re-examination attempts will be granted after the validity period is over.** In case the validity period expires, the learner will have to seek admission, on merit basis, into the first year of the Program.

Sr. no.	Name of the Program	Duration of the Program (in years)	Maximum duration permissible for completion of the Program (in years)
1	Post-Graduate Programs	2 years	4 years
2	Under Graduate Programs	4 years	6 years

The above will be applicable to students admitted w.e.f. Academic Year: 2019-20.



IX) RULES AND PROCEDURES REGARDING UNFAIR MEANS RESORTED TO BY THE LEARNERS OR ANY OTHER PERSON CONNECTED WITH THE CONDUCT OF EXAMINATIONS

IX a) UNFAIR MEANS RESORTED TO BY THE LEARNERS / PERSONS INVOLVED IN THE EXAMINATION RELATED ACTIVITIES

1. On receipt of a report regarding use of unfair means by any learner at any Semester End Examination, including breach of any of the rules laid down by the College for proper conduct of examination, the Principal shall have the power at any given time to institute inquiry and to punish such learners involved in the adoption of unfair means or breach of the rules in accordance with the penalties mentioned in the table, Appendix A.

2. Competent Authority

The Principal of the College shall be the competent authority to take appropriate disciplinary action against the learners, who are using, attempting to use, aiding, abetting, instigating or allowing to use unfair means at the examination conducted by the College.

3. Definitions-Unless the context otherwise requires:

- (a) "Learner" means and includes a person, who is enrolled as such by the College for receiving instructions qualifying for any degree, diploma or certificate awarded by the College/University. It includes ex-learner and learner registered as candidate (examinee) for any of the degree, diploma or certificate examination.
- (b) "Unfair means", includes one or more of the following acts or omissions on part of learner/s during the examination period:
- a. Possessing unfair means material and/ or copying there from.
 - b. Possession of any form of electronic devices in the examination hall.
 - c. Transcribing any unauthorized material or any other use thereof.
 - d. Intimidating or using obscene language or threatening or use of violence against the invigilator or person on duty for the conduct of examination or manhandling him/her or leaving the examination hall without permission of the supervisor or causing disturbances in any manner in the examination proceedings.
 - e. Unauthorized communication with other examinees or anyone else inside or outside the examination hall.
 - f. Mutual/Mass copying
 - g. Smuggling out, either blank or written, or smuggling in of answerbooks as copying material.
 - h. Smuggling in blank or written answerbook and forging signature of the Junior Supervisor thereon.
 - i. Interfering with or counterfeiting of College seal, or answerbooks or office stationery used in the examinations.
 - j. Insertion of currency notes in the answerbook or attempting to bribe any of the persons connected with conduct of examinations or making a request to the examiner in the answerbook.
 - k. Impersonation at the College examination.
 - l. Revealing identity in any form in the answer written or in any other part of the answerbook by the learner at the College examination.

Or any other similar act/s and/or omission/s which, may be considered as unfair means by the competent authority.

- (c) "Unfair means relating to examination" means and includes directly or indirectly committing or attempting to commit or threatening to commit any act or coercion, undue influence or fraud or malpractice with a view to obtaining wrongful gain to him/her or to any other person or causing wrongful loss to other person/s.
- (d) "Unfair means material", means and includes any material whatsoever, related to the course of the examination, printed, typed, handwritten or otherwise on the person or on clothes, or body of the learner (examinee) or on wood or other material, in any manner or in the form of a chart, diagram, map or drawing or electronic aid etc. which is not allowed in the examination hall.
- (e) "Possession of unfair means material by a learner", means a learner having any unauthorized material on his/ her person or desk or chair or table or at any place within his/ her reach, in the examination centre and its environs or premises at any time from the commencement of the examination till its conclusion.
- (f) "Learner found in possession", means a learner, reported in writing, as having been found in possession of unfair means material by the Junior Supervisor, Senior Supervisor, member of the vigilance Committee or Examination Squad or any other person authorised for this purpose, in this behalf, even if the unfair means material is not produced as evidence because of it being reported as swallowed or destroyed or snatched away or otherwise taken away or spoiled by the learner or by any other persons acting on his behalf to such an extent that it has become illegible, provided report to that effect is submitted by the Senior Supervisor or Examination Convenor / Co- convenor or any other authorised person, to the Controller of Examinations/ Principal or any officer authorised in this behalf.
- (g) "Material related to the course of examination", means and includes, if the material is produced as evidence, any material certified as related to the course of the examination by a competent person and if the material is not produced as evidence or has become illegible for any of the reasons referred to in clause (f) above, the presumption shall be that the material did relate to the course of the examination.
- (h) "Convener, EEC/Joint Convenor", means the person as designated for the College Examination & Evaluation Committee (EEC), where the concerned examination is being conducted.

4. During the examination, the examinees and other learners shall be under the disciplinary control of the Convener, EEC/ Jt. Convenor.

5. The Convener, EEC/ Co-convenor of the College shall, in the case of unfair means, follow the procedure as under:

- (i) The learner shall be called upon to surrender to the Convener, EEC/ Co-convenor, the unfair means material found in his or her possession, if any, and his/her answer-book.
- (ii) The signature of the learner concerned shall be obtained on the relevant materials, all written pages of the answer book with date and time and list thereon. The Senior Supervisor concerned and the Convener, EEC/Jt. Convenor shall also counter sign on all the relevant materials, all written pages of the answer book and documents with date and time in the report submitted by the Junior Supervisor.

- (iii) The statement of the learner and his/her undertaking in the prescribed format (Appendix 4 & 5) and statement of the Junior Supervisor and Senior Supervisor concerned shall be recorded in writing by the Convener, EEC/ Joint Convener in the format given in Appendix 3. If the learner refuses to make a statement or to give an undertaking, the Senior Supervisor concerned and Convener, EEC/ Joint-convener shall record the series of events accordingly under their signatures.
- (iv) In accordance with the report of the Convener, EEC/Jt. Convener, the Chief Controller of Examinations of the College shall take one or more of the following decisions depending upon seriousness/gravity of the case:
- a. In the case of impersonation or violence, expel the concerned learner from the examination and not allow him/ her to appear for the rest of the examinations.
 - b. Obtain an undertaking from the learner to the effect that the decision of the competent authority concerned in his/ her case shall be final and binding and allow him/her to continue with his/ her examination.
 - c. May report the case to the Police Station concerned as per the provisions of Maharashtra Act No. XXXI 1982, an Act to provide for preventing mal-practices at College, University, Board and other specified examinations.
 - d. Confiscate his/her answer-book, mark it as "suspected unfair means case" and issue him/her fresh answer-book duly marked.
 - i. All the materials and list of materials mentioned in sub-clause (i) and the undertaking with the statement of the learner and that of the Junior Supervisor as mentioned in clause nos. (ii) and (iii) and the answer-book/s (old and new) shall be forwarded by the Examination Convener, along with his/her report, to the Controller of Examinations in a separate and confidential sealed envelope marked "Suspected unfair means case".
 - ii. In case of unfair means of oral type, the Junior Supervisor and the Senior Supervisor or the authorised person concerned shall record the facts in writing and shall report the same to the Controller of Examinations through the Convener, EEC/Jt. Convener.

6. Procedure to be followed by the Examiner during Assessment

If the examiner, at the time of assessment of the answer book/s, suspects that there is prima-facie evidence that the learner/s whose answer-book/ s the examiner is assessing, appears to have resorted to unfair means in the examination, the examiner shall forward his/ her report, along-with the evidence, to the Controller of Examinations with his/ her opinion in a separate sealed and confidential envelope marked "Suspected unfair means case".

7. Case of unfair means having prima-facie evidence, as reported by the Convener, EEC/Jt. Convener, Examiners, Moderators or any other source shall be inquired into by the Unfair Means Inquiry Committee appointed by the Principal.

8. The examination results of the learner/s concerned involved in such cases shall be held in reserve till the final decision in the matter is taken and the concerned learner/s shall be informed accordingly.

9. Appointment of Unfair Means Inquiry Committee

- i. For the purpose of investigating unfair means resorted to by learners at the college examination, the Principal shall appoint a committee constituted as follows:
 - a) Vice Principal - for a tenure of three years(Chairperson)
 - b) Three senior teachers (other than the Vice Principals)
 - c) One Evaluation Expert to be nominated by the Governing Body, for a tenure of three years.
 - d) The Controller of Examinations shall be the **Presenting officer** of the said committee.

The term of the committee shall be for three years commencing from **June** and the term of the members shall expire on the expiry of the said period of three years irrespective of the date on which a member has entered upon his office.

- ii. The Unfair Means Inquiry Committee will function as a recommendatory body and submit its recommendations in the form of a report to competent authority concerned which will issue formal orders with regard to the penal action to be taken against the learner/s after taking into account the reported facts and findings of the case by the Committee and after ensuring that reasonable opportunity has been given to the implicated learner concerned in his/ her defence and that the principle of natural justice has been followed and the recommended quantum of punishment is in accordance with the guidelines laid down in this behalf.

10. Procedure of the Committee should be as under:

- i. The Controller of Examinations shall inform the learner concerned in writing of the act of unfair means alleged to have been committed by him/ her, and shall ask him/ her to show cause as to why the charge/s levelled against him/her should not be held as proved and the punishment stipulated in the show cause notice not be imposed.
- ii. The learner may appear before the Inquiry Committee on a day, time and place fixed for the meeting, with a written reply/ explanation to the showcause notice served on him/ her therein. The learner himself/ herself only shall present his/her case before the Committee.
- iii. The documents that are being taken into consideration or are to be relied upon for the purpose of proving charge/s against the learner should be shown to him/ her by the Inquiry Committee, if the learner presents himself/herself before the Committee. The evidence, if any, should be recorded in the presence of the learner.
- iv. Reasonable opportunity, including oral hearing, shall be given to the learner in his/ her defence before the Committee. The reply/explanation given by the learner to the show cause notice shall be considered by the Committee before making the final recommendation in the case.
- v. The Committee should follow the above procedure in the spirit of the principle of natural justice.
- vi. After serving a show cause notice, if the implicated learner fails to appear before the Inquiry Committee on the day, time and place fixed for the meeting, the learner may be given one more opportunity to appear before the Committee in his/her defence. Even after offering two chances if the learner concerned fails to appear before the Committee, the Committee shall take decision in his/her case in absentia, on the basis of the available evidence / documents, which shall be binding on the learner concerned.

- vii. The Committee shall submit its report to the concerned competent authority along with its recommendations regarding punishment to be inflicted or otherwise.

11. Punishment:

The Competent Authority concerned i.e. the Principal, after taking into consideration the report of the Committee, shall pass such orders as it deems fit including granting the learner benefit of doubt, issuing warning or exonerating him/her from the charges and shall impose anyone or more of the following punishments on the learner/s found guilty of using unfair means:

- a) Annulment of performance of the learner in full (complete examination of the particular semester) in the examination he/she has appeared for.
- b) Debarring the learner from appearing for any examination of the College for a stipulated period not exceeding five years.
- c) Debarring the learner from taking admission for any course in the College for a stipulated period not exceeding five years.
- d) Cancellation of the College Scholarship/s or award/s or prize/s or medal/s etc. awarded to him/her in that examination.
- e) In addition to the above mentioned punishment, the competent authority may impose a fine on the learner declared guilty. If the learner concerned fails to pay the fine within a stipulated period, the competent authority may impose on such a learner additional punishment / penalty as it may deem fit.
- f) As far as possible the quantum of punishment should be as prescribed (category- wise) in the table below as Appendix A.
- g) The learner concerned must be informed of the punishment finally imposed on him/her in writing by the competent authority or by the Officer authorised to do so on his/her behalf.

Appendix A

Sr. No.	Nature of Unfair Means adopted	Quantum of punishment
1.	Possession of any copying Material.	*Annulment of the performance of the learner at the College Examination in full. (This quantum will also apply to the following categories of adoption of unfair means at Sr. No. 2 to 14 in addition to the one prescribed thereat).
2.	Possession of any copying material & actual copying from the material in possession.	Exclusion of the learner from the College Examinations concerned for one subsequent examination.
3.	Possession of another learner's answer book or supplementary sheet.	Exclusion of both the learners from the College Examinations concerned for one subsequent examination * (BOTH THE LEARNERS).

Sr. No.	Nature of Unfair Means adopted	Quantum of punishment
4.	Possession of another learner's answer book or supplementary sheet and actual evidence copying from that.	Exclusion of both the learners from the College Examination concerned for two subsequent examinations * (BOTH THE LEARNERS).
5.	Mutual/ Mass copying.	Exclusion of all the learners from the College Examinations concerned for two subsequent examinations *.
6.	Smuggling of answer books in or out as copying material.	Exclusion of the learner from the College Examinations concerned for two subsequent examinations *.
7.	Smuggling in of written answer book based on the question paper set at the examination.	Exclusion of the learner from the College Examinations concerned for three subsequent examinations *.
8.	Smuggling in of written answer book as copying material and forging the signature of the Junior Supervisor on the same.	Exclusion of the learner from the College Examinations concerned for four subsequent examinations *.
9.	Attempt to forge the signature of the Junior Supervisor on the answer book or the supplementary sheet.	Exclusion of the learner from the College Examinations concerned for four subsequent examinations *.
10.	Interfering with or counterfeiting of college seal or answer books or office stationery used in the examination with the intention of misleading the authorities.	Exclusion of the learner from the College Examinations concerned for four subsequent examinations *.
11.	Answerbook or supplementary sheet outside the examination hall or any other insertion in the answer book.	Exclusion of the learner from the College Examinations concerned for four subsequent examinations *.
12.	Insertion of currency notes/ bribing or attempt to bribe any of the person connected with the conduct of the examination.	Exclusion of the learner from the College Examinations concerned for four subsequent examinations * (Note: This money shall be credited to the Learners Welfare Fund).
13.	Using obscene language/ violent threats inside the examination hall by a learner at the College examination to room supervisor/ any other authority.	Exclusion of the learner from the College Examinations concerned for four subsequent examinations *.
14.	Impersonation for a learner or impersonation by a learner in College or other examinations.	Exclusion of the learner from the College Examinations concerned for five subsequent examinations * (both the learners if the impersonator is a college learner).
15.	Revealing the identity of the candidate in any form (name, roll number, learner number, religious invocation etc.) in the main answer book and/ or supplementary sheet, by the learner at the college examination.	Annulment of the performance of the learner at the College Examination in full.
16.	Anything found written on the body or on the clothes while in the examination.	Annulment of the performance of the learner at the College Examination in full.
17.	Making an appeal to the examiner/ any person connected with the conduct of	Annulment of the performance of the learner at the College Examination in full.

Sr. No.	Nature of Unfair Means adopted	Quantum of punishment
	examination by using any mode of communication.	
18.	Any other malpractices not covered in the aforesaid categories.	Annulment of the performance of the learner at the College Examination in full and severe punishment depending upon the gravity of the offence.

Note :

The term "Annulment of Performance in full" includes performance of the learner at the theory examination, but does not include performance at term work, project work with its term work, oral or practical and dissertation examinations unless malpractice used thereat.

The term "Additional Examination" means, the immediate subsequent examination / re-examination scheduled by the college.

If on previous occasions, disciplinary action was taken against a learner for malpractice during examination, and he/she is caught again for malpractices used at the examinations, in this event, he/she shall be dealt with severely. Enhanced punishment can be imposed on such learners. This enhanced punishment may extend to double the punishment provided for the offence, that was committed at the second or subsequent examination.

Practical/Dissertation/Project Report Examination:

Learner involved in malpractices at Practical/ Dissertation/ Project Report examinations shall be dealt with as per the punishment provided for the theory examination.

IX) b) MALPRACTICES USED OR LAPSES COMMITTED BY ANY PAPER-SETTERS; EXAMINERS, MODERATORS, REFEREES, TEACHERS OR ANY OTHER PERSONS CONNECTED WITH THE CONDUCT OF EXAMINATION

(I) Competent Authority:

The Principal shall be the competent authority to take appropriate disciplinary action against the paper-setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of examinations, committing lapses or using, attempting to use, aiding, abetting, instigating or allowing to use malpractice/s at the examinations conducted by the University.

(II) Definition: Unless the context otherwise requires:

- (a) "Paper-setter, examiner, moderator, referee and teacher" means and includes personnel duly appointed as such for the examination by the competent authority and the term "any other person connected with the conduct of examination" means and includes person/s appointed on examination duty by the competent authority.
- (b) Malpractice/ lapses include one or more of the following acts or omissions on the part of the person/s included in (a) relating to the examination: -
 - i. Leakage of question/s or question papers set at the examination before the time of examination.

- ii. Examiner / Moderator intentionally awarding marks to learner in assessment of answer-books, dissertation or project work to which the learner is not entitled or not assigning marks to the learner to which the learner is entitled.
 - iii. Paper-setter omitting question, Serial Number of question, repeating question or setting question outside the scope of the syllabus.
 - iv. Examiner / Referee showing negligence in detecting malpractice used by learner/s.
 - v. Junior Supervisor, Senior Supervisor, Convener, EEC showing negligence / apathy in carrying out duties or aiding/ abetting/ allowing/ instigating learners to use malpractice/s.
 - vi. Any other similar act/ s and or omission/ s which may be considered as malpractices or lapses by the competent authority.
- (c) "Malpractice or lapse relating to examination" means and includes directly or indirectly committing or attempting to commit or threatening to commit any act of unfair means, fraud or undue influence with a view to obtaining wrongful gain to him/ her or to any other person or causing wrongful loss to other person/s or omitting to do what he/she is bound to do as duties.

(III) Investigating Committee

The Committee appointed by the Principal to investigate unfair means resorted to by learner/s at the College examinations shall also investigate the cases of malpractices used and/ or lapses committed by the Paper-Setters, Examiners, Moderators, Referees, Teachers or any other persons connected with the conduct of examinations at the College examinations.

(IV) Procedure for Investigation

- i. The cases of alleged use of unfair means or lapses committed by the paper-setters, examiners, moderators, referees, teachers or any other persons connected with the conduct of examinations and reported to the Principal shall be scrutinized by the Concerned Officer / In-charge of the Sub-Section/ Unit to which the case is primarily pertaining to at the Examination Section of the college, collect preliminary information to find out whether there is prima-facie case so as to fix the primary responsibility for framing a charge-sheet and then shall submit the same with his/her primary report to the competent authority concerned. If the competent authority is satisfied that there is a prima-facie case, it shall place the same before the Investigating Committee for further investigation. The officer concerned of the Sub-Section/ Unit through whom the case has originated or the case is pertaining to, shall be the presenting Officer of the case before the Inquiry Committee, Police Authorities and Court of Justice and shall deal with the case till it is finally disposed of.
- ii. The competent Authority or the Officer authorised by it in this behalf, shall inform the implicated person (paper-setter, examiner, moderator, referee, teacher or any other person connected with the conduct of examination) in writing, of the act of malpractices used and/ or lapse committed by him/ her at the examination and shall ask him/ her to "show cause" as to why the charge/s levelled against him/ her should not be held as proved and the punishment stipulated in the Show Cause Notice be imposed.
- iii. The person concerned shall be asked to appear before the Investigating Committee on a day, time and place fixed for meeting, with written reply/explanation to the show cause notice served on him/her and charge levelled against him/ her therein. The person concerned himself / herself only shall present his/ her case before the Committee.

- iv. The documents that are being taken into consideration or to be relied upon for, the purpose of proving charge/s against the concerned person shall be shown to him/ her by the Inquiry Committee, if he/she presents himself/ herself before the Committee. The evidence, if any, should be recorded in the presence of the delinquent.
- v. Reasonable opportunity, including oral hearing, shall be given to the person concerned in his/her defense before the Committee. The reply/explanation given to the show cause notice shall also be considered by the Committee before making final report/recommendation.
- vi. The Committee should follow the above procedure in the spirit of principles of natural justice.
- vii. If the person concerned fails to appear before the Committee on the day, time and place fixed for the meeting, he/she be given one more opportunity to appear before the committee in his/ her defence. Even after offering these two chances, if the person concerned fails to appear before the committee, the Committee shall take decision in his/ her case in his/ her absentia on the basis of whatever evidences/documents which are available before it and the same shall be binding on the implicated person concerned.
- viii. The Committee shall submit its report to the competent authority concerned alongwith its recommendations regarding punishment to be inflicted on the person concerned or otherwise.

(V) Punishment:

The competent authority, after taking into consideration the report of the Committee, shall pass such orders as it deems fit including granting the implicated person benefit of doubt, issuing warning or exonerating him/ her from the charge/s and shall impose anyone or more of the following punishments on the implicated person found guilty of using malpractice/s or committing lapses at the examination:

- i. Disqualifying the paper-setter, examiner, moderator, referee, teacher or any other person concerned connected with the conduct of examination from any examination work either permanently or for a specified period.
- ii. Imposition of a fine. If the person concerned fails to pay the fine within a stipulated period, the Competent Authority may impose on such a person additional punishment / penalty as it may deem fit.
- iii. Referring his/her case to the disciplinary authorities concerned for taking such disciplinary action as deems fit as per the rules governing his/her service conditions.
- iv. The competent authority or the Officer authorised in his/her behalf, shall inform the person concerned of the decision taken in his/her case and the punishments imposed on him/ her.
- v. An appeal may be made by the person within 30 days of imposition of the punishment, other than the punishment referred to in clause no. (iii) above, decision shall lie with the Chairman of the Governing Body and its decision in the appeal shall be final and binding.
- vi. The Competent Authority shall supply a typed copy of the relevant extract of fact-finding report of the Investigating Committee, as well as the documents relied upon (if not strictly confidential), pertaining to his/her case to the appellant/ Petitioner, if applied for in writing.
- vii. The court matters in respective cases of malpractices/ lapses should be dealt with by the respective competent authority.

viii. **As far as possible the quantum of punishment should be prescribed category-wise, as hereunder as Appendix B: -**

Action for malpractices and lapses on the part of the Paper-Setter, Examiner, Moderator, Referee, Teacher or any another person connected with the Conduct of College Examinations.

Appendix B

Sr. No.	Nature of Malpractice/ Lapses	Punishment
1.	Paper-Setter found responsible for leakage of the question paper set in the College examination/s whether intentionally or due to negligence before the time of examination.	Disqualification from any examination work + disciplinary action by authorities concerned as per the rules applicable.
2.	Leakage of the question paper set in the College examination/s before the time of the examination at the College by any person/ s connected with the conduct of the examination.	Disciplinary action against the guilty/ responsible person/s as per the prevailing rules/by laws by the authorities concerned.
3.	Favouring of a learner (examinee) by Examiner, Moderator, Referee in assessment of answer-books/dissertation/project report/thesis by assigning the learner/ examinee marks to which the learner is not entitled, at the College examination/s.	Disqualification from any examination work + disciplinary action by authorities concerned as per the rules applicable.
4.	Examiner, Moderator, Referee intentionally/ negligently not assigning the learner in assessment of his/ her answer-books/ dissertation/ project report/ thesis, the marks to which the learner is entitled to at the College examination/s.	Disqualification from any examination work + disciplinary action by authorities concerned as per the rules applicable.
5.	Paper-Setter omitting question at the time of finalization of question paper set at the examination or repeating the Serial Number of question while writing.	Disqualification from any examination work for a period of three years.
6	Paper-setter setting the questions outside the scope of the syllabus.	Disqualification from any examination work for a period of three years.
7	While assessing the answer-book/s examiner shows negligence in detecting malpractices used by the learner/s.	As decided by the authorities of the College.
8	Guiding teacher shows negligence in supervision of dissertation/ project work (e.g. use of manipulated data by a learner).	As decided by the authorities of the College.
9	Senior Supervisor/ Chief Conductor showing any apathy in carrying out duties related to examinations (e.g. not taking rounds of the examination hall at the time of examinations or opening the packet of question paper before prescribed time).	As decided by the authorities of the College.

10	Junior Supervisor helping learner/s in copying answers while in the examination hall or showing negligence in reporting cases of copying answers by learners when on supervision duty.	Disqualification from any examination work for a period of three years + disciplinary action by concerned authorities as per the rules applicable, if he/ she is an employee of the college.
11	Junior Supervisor helping learner/s in mass copying while on examination duty.	Permanent disqualification from any examination work + disciplinary action by concerned authorities as per the rules applicable, if he/ she is an employee of the college concerned.

ix. The competent authority, in addition to the above mentioned punishment, may impose a fine on the person concerned, if declared guilty.

x. The competent authority may report the case of the implicated person concerned to the appropriate Police Authorities as per the provision of the Maharashtra Act No. XXXI of 1982.

Any breach of the requirements relating to examinations and assessments, whether committed intentionally or unintentionally may be regarded as "misconduct", and shall be dealt with, under Disciplinary procedure of D. J. Sanghvi College of Engineering (Autonomous). Severe penalty shall be imposed on the learners, who are found to be involved in the adoption of unfair means in the examinations.

Note: All the above mentioned rules and regulations are subject to change from time to time as per the decision of competent authorities of D. J. Sanghvi College of Engineering (Autonomous).

